

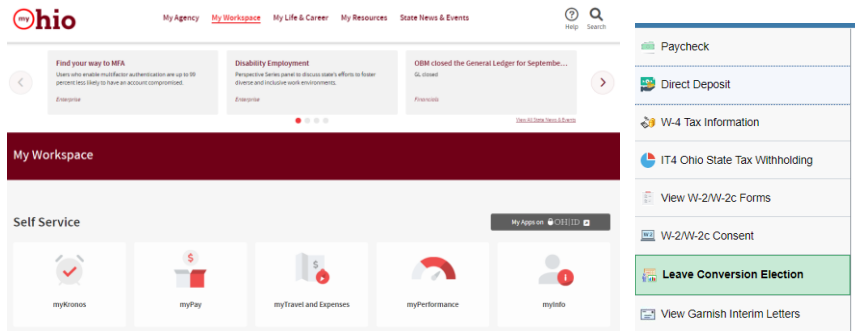
Leave Conversion

- Step 1** Visit <http://myohio.gov>. Enter your OH|ID and Password and click **Log in**.
For **User ID** and **Password** assistance please contact 1-888-644-6625 **Option 1**.

- Step 2** Click on the **My Workspace** tab in the top toolbar after logging in.

Under **Self Service** select **myPay**.

Select **Leave Conversion Election** from Navigation Area



- Step 3** The Leave Conversion page reflects how much leave you currently have and how much you are eligible to convert. These balances are subject to change based on any leave usage or additional accrual until the last paycheck in November.

Oh Lvcnv Elect

Leave Conversion

Empl ID: 10012345
Empl Record: 0

Leave Conversion will be included in the first paycheck in December; sick leave conversion rates can be found on the Leave Conversion Rates Matrix within the portal. Personal Leave hours will be converted at 100%. Your current leave balances below are the hours subject to conversion. Please note: these balances are subject to change based on any leave usage or additional accrual until the last paycheck in November.

If you wish to convert the maximum number of hours of Sick Leave and/or Personal Leave to cash, please check the "Maximum" box. If you wish to convert hours less than the maximum, please enter the number of hours in the "Leave Hours to be Converted" field.

If you are eligible and wish to convert Personal Leave Hours into Sick Leave Hours please enter the amount of hours into the "ConvToSickHrs" field.

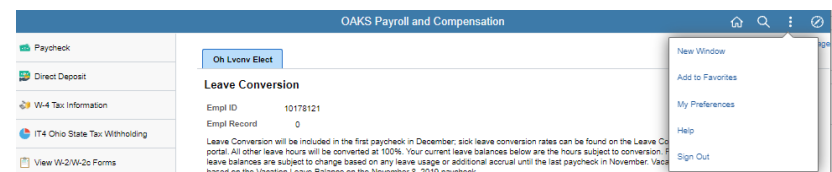
- Step 4** If you wish to convert the **Maximum** amount, check the box and **Save**. The system will automatically enter the amount.

If you wish to enter less than the maximum, simply enter the desired number of hours and click Save.

Conversion Balances					Personalize	Find	First	1-3 of 3	Last
Plan Type	Balance	Hours Earned YTD	Hours Taken YTD	Hours Subject to Conversion	Leave Hours to be Converted	Conv to Sick Hrs	Maximum		
1 Sick Sick	244.15	65.10	0.00	65.10			<input checked="" type="checkbox"/>		
2 Vacation Vacation	590.50			40.00			<input checked="" type="checkbox"/>		
3 Personal Personal	32.00			32.00	25		<input type="checkbox"/>		

*Please note that Hours Earned YTD will not reflect hours earned in the eligible remaining pay periods. This time can still be converted by pressing the Maximum button.

- Step 5** When finished, navigate to a different section, or click **Sign Out**.



You must complete this form and submit it by 4:00 p.m. on Monday, November 14, 2022. If this form is not submitted by the deadline, leave balances will be carried forward.

Once you have successfully submitted your hours for leave conversion you will receive an email confirming your election(s). Please keep a copy of the email for your records.

Timely submissions of Leave Conversion will be reflected on the December 2, 2022 paystub.

If you have questions or concerns regarding the reflected balances, please contact your Human Resources office for further instructions.